



Freedom of Information – Guide to Information Published

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do (current information)		
Who's who in the school	Website: https://www.frimley.surrey.sch.uk/page/?title=Leadership+Team&pid=21 Hard Copy: available on request – contact school	Free 10p/sheet
Who's who on the Academy Quality Councillors and the basis of their appointment	Website: https://www.frimley.surrey.sch.uk/page/?title=Academy+Quality+Council&pid=24 Hard Copy: available on request – contact school	Free 10p/sheet
Articles of Association	Website: https://www.theprospecttrust.org.uk/page/?title=Statutory+Information&pid=17 Hard Copy: available on request – contact the Trust	Free 10p/sheet
Contact details for the Head teacher, the AQC via the school, and The Prospect Trust	Website: Headteacher - https://www.frimley.surrey.sch.uk/page/?title=Leadership+Team&pid=21 Chair of AQC - https://www.frimley.surrey.sch.uk/page/?title=Academy+Quality+Council&pid=24 The Prospect Trust -	Free

	https://www.theprospecttrust.org.uk/page/?title=Contact&pid=2	
School session times and term dates	Website: https://www.frimley.surrey.sch.uk/page/?title=The+School+Day&pid=40 https://www.frimley.surrey.sch.uk/page/?title=Term+Dates&pid=41 Hard Copy available on request – contact school	Free 10p/sheet
Address of school and contact details, including email address.	Website: https://www.frimley.surrey.sch.uk/contact-us	Free
Class 2: What we spend and how we spend it (current and previous two financial years)		
Annual budget plan and financial statements – details of sources of funding and income received from central government together with annual budget plan and annual income and expenditure returns	Hard Copy: available on request – contact The Prospect Trust	10p/sheet
Expenditures – details of items of expenditure over £5,000, including costs, supplier and transaction information.	Hard copy: available on request – contact The Prospect Trust	10p/sheet
Capital funding – information on major plans for capital expenditure and capital funding.	Hard Copy: available on request – contact The Prospect Trust	10p/sheet
Financial audit reports	Hard Copy: available on request – contact The Prospect Trust	10p/sheet
Procurement and contracts – details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Hard Copy: available on request – contact school	10p/sheet
Staff allowances and expenses – details of allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories.	Hard Copy: available on request – contact school	10p/sheet
Staffing, pay and grading structure – this includes salaries for senior staff in bands of £5,000; for all other posts, by salary range.	Hard Copy: available on request – contact school	10p/sheet
AQCs' allowances – details of allowances that can be incurred or claimed, and a record of total payments made to individual councillors.	Hard Copy: available on request – contact the Trust	10p/sheet
Pupil Premium – details of pupil premium funding and how we spend it	Website: https://www.frimley.surrey.sch.uk/page/?title=Pupil+Premium&pid=15	Free 10p/sheet

	Hard copy available on request	
Class 3 – What our priorities are and how we are doing (current information)		
Performance data supplied to the English Government - direct link to the data	Website: https://www.compare-school-performance.service.gov.uk/school/125152/frimley-cofe-junior-school	Free
The latest Ofsted report	Website: https://reports.ofsted.gov.uk/provider/21/125152	Free
Performance management policy and procedures adopted by the AQC	Hard Copy: available on request – contact school	10p/sheet
The school’s future plans – any major proposals involving a consultation on the future of the school	Hard Copy: available on request – contact school	10p/sheet
Performance data or a direct link to it	Website: http://www.frimley.surrey.sch.uk/page/?title=Outcomes&pid=14	
Data Protection Impact Assessments or any other impact assessments where appropriate	Hard Copy: available on request – contact school	10p/sheet
Class 4 – How we make decisions (current and previous three years)		
Admissions policy and decisions (not individual admission decisions) – details about admission arrangements and procedures including the right of appeal	Website: https://www.frimley.surrey.sch.uk/page/?title=Admissions&pid=10 Hard Copy: available on request – contact school	Free 10p/sheet
Agendas and minutes of meetings of the AQC –unless an exemption applies to the information or parts of it	TPT Website: https://www.theprospecttrust.org.uk/page/?title=Frimley+Junior+AQC&pid=58 Hard Copy: available on request – contact school	10p/sheet
Class 5 – Our policies and procedures (Current information)		
School policies and other documents including behaviour, anti-bullying, eSafety, SEN. Records management, personal data and access to information policies , including information security policies, records retention, destruction and archive policies and data protection (including information sharing and CCTV)	Website: https://www.frimley.surrey.sch.uk/page/?title=Policies&pid=38 Any policy listed that is not on the website is available in hard copy on request – contact school	Free 10p/sheet

<p>policies</p> <p>Equality and diversity including procedures and guidelines for the promotion of equal opportunities and public sector equality duty compliance</p> <p>Safeguarding and child protection policies and procedures to safeguard and improve child protection promoting the welfare of children in compliance with legislation and guidance issued by the Secretary of State</p> <p>Pay Policy</p> <p>Health and Safety</p> <p>Policies and procedures for human resources and the recruitment of staff including current vacancies</p> <p>Complaints procedures including for dealing with parental complaints</p> <p>Charging regimes and policies including charging for school activities</p>	<p>https://www.frimley.surrey.sch.uk/page/?title=Equality&pid=55</p>	
<p>Class 6 – Lists and Registers (Currently maintained lists and registers only (this does not include the attendance register).</p>		
Curriculum circulars and statutory instruments	<p>Website: https://www.frimley.surrey.sch.uk/page/?title=Curriculum&pid=12 Hard Copy: available on request – contact school</p>	Free 10p/sheet
CCTV – in operation externally throughout the site	Inspection only – contact school	Free
Asset register	Inspection only – contact the Trust	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free
<p>Class 7 – The services we offer (current information)</p>		
Extra-curricular activities	<p>Website: https://www.frimley.surrey.sch.uk/page/?title=Clubs&pid=29 Hard Copy: available on request – contact school</p>	Free 10p/sheet
Out of school clubs	<p>Website: https://www.frimley.surrey.sch.uk/page/?title=Clubs&pid=29 Hard Copy: available on request – contact school</p>	Free 10p/sheet

Services for which the school is entitled to recover a fee, together with those fees	Website: https://www.frimley.surrey.sch.uk/page/?title=Child+Care+Provision&pid=11 Hard Copy: available on request – contact school	Free 10p/sheet
School publications, leaflets, books and newsletters	Website: www.frimley.surrey.sch.uk Hard Copy: available on request – contact school	Free 10p/sheet

Schedule of Charges

Type of charge	Description	Basis of charge	Cost
Disbursement costs	Photocopying/printing @ 10.p per sheet (black & white)	Actual cost *	10 pence
	Photocopying/printing @ 50.p per sheet (colour)	Actual cost*	50 pence
	Postage	Actual cost of Royal Mail standard 2 nd class letter	66 pence
Statutory Fee	In accordance with the relevant legislation		n/a

* the actual cost incurred by the public authority